

MASSACHUSETTS DEPARTMENT OF AGRICULTURAL RESOURCES  
**REQUEST FOR RESPONSE #AGR CVP- 05-C5**  
CRANBERRY VIABILITY PROGRAM

**SECTION I – PROGRAM DESCRIPTION**

**RFR No.**            **AGR-CVP-05-C5**

**Due Date:**           Applications under this RFR are due by December 17, 2004 by 5:00 p.m. EST

**Contact:**

Susan Smith  
Cranberry Viability Program  
c/o Cape Cod Cranberry Growers' Association  
3203-B Cranberry Highway  
East Wareham, MA 02538  
Tel: 508-759-1041 ext. 12  
Fax: 508-759-6294  
E-mail: ssmith@cranberries.org

***This Request for Response (RFR) contains three sections:***

- I.        Program Description***
- II.      Application***
- III.     Financial Statement***

***Interested parties must complete sections II and III and return to the contact noted above by 5:00 p.m. EST on December 17, 2004 ("Responders") in order to be considered for participation in the program.***

**(1) PURPOSE**

The Massachusetts Department of Agricultural Resources ("Agricultural Resources") invites responses from Massachusetts's cranberry growers who wish to participate in the Cranberry Viability Program ("CVP" or "Program"). This Program is a component of the Farm Viability Enhancement Program and is funded by the Department of Agricultural Resources. The CVP will provide Commonwealth of Massachusetts CVP funds to cranberry growers who meet three equally important goals. First, each proposal must improve the economic viability and/or the environmental integrity of a farm operation. Second, each proposal must meet a public purpose, to protect the environment and preserve open space. Third, each proposal must identify how such funding would facilitate diversification alternatives that improve the economic viability and/or the environmental integrity of a farm operation. All awards pursuant to this CVP are contingent upon legislative authorization and appropriation. Successful responders will be notified pending the availability of funds from legislative authorization, and administrative appropriation, and funding. Responders who are chosen by Agricultural Resources to participate in the CVP ("Participant") will be notified depending upon the availability of funds.

There are three phases to the Program. In Phase I, Participants must be willing to commit the time to prepare or must already possess a satisfactory business plan. Any Participant who has or develops a satisfactory business plan ("Business Plan") in Phase I, is eligible to participate in Phase II upon a declaration of interest by the Participant and upon a favorable decision by Agricultural Resources. If a Participant advances to Phase II, the Participant

must agree to implement designated components of the Business Plan. In addition, the Participant or the owner of the farm property must execute an agreement with Agricultural Resources granting an Agricultural Covenant on the farm property to the Commonwealth for a given term of years. Agricultural Resources' decision to fund Phase II shall be based, in part, on the financial needs of the Participant and/or the Business Plan's ability to improve the viability of the farm operation. The entire farm must be restricted by the Covenant. Phase III is a reporting phase after completion of the changes and improvements recommended in the Business Plan.

The responses will be processed according to the proposed schedule noted below and participation is contingent upon funding. Responders should be aware that the earliest a Participant who is accepted in to the Cranberry Viability Program might expect to receive funding is May 1<sup>st</sup>, 2005. The schedule of activity is as follows:

November 1, 2004	Announcement of Request for Response: CVP Round 5
December 17, 2004	Response to RFR: CVP Round 5 – Deadline!
December 27, 2004	Farm Visits begin
January 7, 2005	Committee review/selection of Responses
January 14, 2005	Notification of Respondent Selection
January 28, 2005	Orientation for all accepted Participants
January 28 – March 4, 2005	Business Plan Development or Review
By April 29, 2005	Process Contract and Covenant
May 1 – June 15, 2005	Payment Issued <i>(4-6 weeks after receipt of executed Contract and Covenant)</i>

Farms meeting all application criteria must be visited by an Agricultural Resources representative(s) prior to the final decision. These farm visits will be scheduled during the week of December 27, 2004. Agricultural Resources estimates funding of 6 to 10 contracts. Participants should be prepared to discuss all financial implications with their tax preparers after the Orientation. In Phase I, Participants can obtain contractor and equipment estimates, but should NOT incur any costs. **COSTS INCURRED PRIOR TO CONTRACT AND EXECUTION OF COVENANT IN PHASE II CANNOT BE REIMBURSED AND WILL NOT QUALIFY FOR CVP EXPENDITURES.** Upon full execution of contract and Covenant a Participant can spend money for which s/he expects reimbursement. Agricultural Resources approval of contracts and release of funds is expected to take place between May 1 and June 15, 2005. Additional Responders may be selected from the list of Responders to be Participants at any time during Fiscal Year '05 should additional funds become available.

## **(2) CONTRACT AND PERFORMANCE SPECIFICATIONS:**

### **A. Eligibility**

A Responder must:

1. Own, or be a co-applicant with the owner of a minimum of 20 acres total with at least 3 acres of cranberry bogs currently in production and at least 10 acres of non-wetland (upland).
2. Responders must have; a USDA-NRCS-approved Conservation Farm Plan dated no earlier than 1992, or be actively involved in a planning process with the County Conservation District and have signed a Co-operator's agreement with intent to complete a whole-farm

Conservation Plan **prior to responding**. The acreage as defined in the Conservation Plan will govern farm eligibility.

3. In order to qualify for a \$60,000 contract, farms must have a ratio of non-wetland (upland) to bog of 3:1 with a minimum of 34 acres of active cranberry bogs. In order to qualify for a \$40,000 contract, farms must have a ratio of non-wetland (upland) to bog of 3:1 with a minimum of 10 acres of active cranberry bogs. In order to qualify for a \$20,000 contract, farms must have a minimum of 3 acres of active cranberry bogs and a minimum of 20 acres total.
4. Acreage already restricted by an Agricultural Preservation Restriction (APR) or similar encumbrances cannot be used to qualify for Phase II. APR farms or other encumbered lands are eligible only for Phase I (business planning services). Non-restricted acreage owned by an APR owner can be used to qualify for Phase II. Such acreage could be placed under a Covenant and could be eligible for funding under the Cranberry Viability Program.

## **B. Eligible Activities**

Any activity that improves the farm's operating efficiencies, improves the farm's financial condition, or facilitates diversification alternatives that better the economic viability and/or the environmental integrity of the farm, while preserving agricultural land is eligible for consideration. For example, irrigation system repair or construction, renovation of bogs, and the establishment of new crops or enterprises (i.e. pick your own) would qualify for eligibility.

## **C. Criteria for Selection in Phase I**

Applications will be evaluated and selected based on the following criteria. They are listed below in order of importance.

- 1) The degree of threat to the continuation of the agricultural activity. A threat can include, but is not limited to, financial instability, market forces, urban encroachment, management changes, or such other factors that may negatively impact continuing agricultural activity.
- 2) The numbers of acres to be protected by the Covenant. In order to qualify, the entire farm as defined in the NRCS Plan or Conservation District Plan must be included in the Covenant. Higher acreage is more competitive.
- 3) Present or future plans to diversify into alternative crops, new farm enterprises, retail or value added activities.
- 4) Number of years and type of agricultural experience of Responders and their willingness to explore improved management and efficiency methods. Attendance at training or management seminars or symposia prior to publication of this RFR demonstrates a willingness to diversify or improve farm operations.
- 5) A sales history recorded with USDA Cranberry Marketing Committee.
- 6) Other unique factors that tend to support eligibility.

## **D. Criteria for Phase II Funding**

To be eligible for Phase II funding, Participants must have successfully completed development of a Business Plan in Phase I that defines the options available to the farm, identifies the costs of each of those options and prioritizes recommendations. In most cases, Agricultural Resources will fund the costs for development of the Business Plan. Business Plans can be developed in any of the following five ways:

- 1) An economic audit developed for the farm performed by First Pioneer Farm Credit or its equivalent; or
- 2) A Business Plan developed in conjunction with the Small Business Development Center or other such organization; or
- 3) A Business Plan developed as part of Agricultural Resources' Agricultural Business Training Program; or
- 4) A Business Plan developed by the Participant and/or her/his own consultant and approved by Agricultural Resources; or
- 5) A Cranberry Viability Business Plan developed by the Participant and Agricultural Resources and its representatives.

#### **E. Funding For Plan Implementation – Round 5**

Once a Business Plan has been developed and approved by Agricultural Resources, funding for plan implementation may be available. Depending on the availability of funding, Agricultural Resources may offer Participants either of three funding options. Participants must agree to all the conditions contained in either (1) (2) or (3) below:

- (1) In exchange for up to Twenty Thousand Dollars (\$20,000), the Participants will agree to (a) Grant the Commonwealth a five (5) year Covenant; and (b) Implement all agreed upon components of the approved Business Plan.
- (2) For acreage that is in the ratio of 3:1 bog to non-wetland (upland) with a minimum of 10 acres of active cranberry bog, and in exchange for up to Forty Thousand Dollars (\$40,000), the Participants will agree to (a) Grant the Commonwealth a ten (10) year Covenant; and (b) Implement all agreed upon components of the approved Business Plan.
- (3) For acreage that is in the ratio of 3:1 bog to non-wetland (upland) with a minimum of 34 acres of active cranberry bog, and in exchange for up to Sixty Thousand Dollars (\$60,000), the Participants will agree to (a) Grant the Commonwealth a ten (10) year Covenant; and (b) Implement all agreed upon components of the Business Plan.

#### **F. Reporting and Documentation**

- (1) Participants **must** provide the designated Cranberry Viability Program representative with all the records and receipts of the expenditures made with CVP funds received from Agricultural Resources at a date specified in the contract.

(2) Participants **must** submit a copy of their IRS Tax Schedule F or other appropriate tax forms annually by June 30<sup>th</sup> for each of the five years subsequent to implementation of the Business Plan.

### **(3) INSTRUCTIONS FOR SUBMISSION OF RESPONSES**

Anyone interested in submitting a response to this Request for Response must submit a completed **Section II (Application)** and a completed **Section III (Financial Statement)**.

#### **A. Application Evaluation**

Agricultural Resources staff and representatives from Cape Cod Cranberry Growers Association (Review Team) will consider all qualified responses and rank them according to the stated criteria. The Review Team may include program consultants. Rankings and recommendations will be conveyed to the Commissioner of Agricultural Resources for final decisions. All responders will receive written notification of acceptance or rejection from Agricultural Resources. All acceptances will be conditional upon the availability of funding. A responder can withdraw an application at any time.

#### **B. Deadline For Responses**

Responses (Section II and Section III) must be addressed to Susan Smith, Cranberry Viability Program, c/o Cape Cod Cranberry Growers' Association, 3203-B Cranberry Highway, East Wareham, MA 02538 and received no later than **5:00 p.m. EST on December 17, 2004. Facsimiles will not be accepted.**

### **(4) RFR ATTACHMENTS:**

**A.** At the beginning of Phase II, a Participant must be willing to execute a Covenant, a sample of which is available upon request.

**B.** Any Participant who is accepted for participation in Phase II of the program must execute a contract with Agricultural Resources containing the following:

1. Commonwealth of Massachusetts Standard Contract Form
2. Scope of Services and Budget
3. Commonwealth Terms & Conditions
4. Consultant Contractor Mandatory Submission Form
5. Contractor Authorized Signature Verification Form
6. Property Description Form
7. Northern Ireland Notice
8. W-9 Form
9. An executed recordable Agricultural Covenant

Contracts with an obligation of \$50,000 or more will also require the following:

10. Affirmative Action Plan Form
11. Affirmative Market Program Form

### **(5) NOTICE TO RESPONDERS:**

**A.** This RFR is distributed electronically using the State's electronic posting system, Comm-PASS system. That address is <http://www.comm-pass.com>. It is the responsibility

of every responder to check Comm-PASS for any addenda or modifications to an RFR to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to Responders who fail to check for amended RFRs and submit inadequate or incorrect Responses. Potential Responders are advised to check the "last change" field on the summary page of RFRs for which they intend to submit a response to ensure that they have the most recent RFR files. The RFR will also be available electronically at the website of the CCCGA: <http://www.cranberries.org/cvp>.

- B.** Responders may not alter the RFR language or any RFR component files. Responders must respond in accordance to the RFR directions and complete only those sections, which prompt the responder for Response. Modifications to the body of this RFR, specifications, terms, and conditions, or which change the *intent* of this RFR are prohibited. Any unauthorized modifications will disqualify a Response.

**(6) ACQUISITION METHODS:** Purchase\Fee for Service

**(7) NUMBER OF VENDORS REQUIRED (SINGLE OR MULTIPLE):** Multiple

**(8) SINGLE OR MULTIPLE DEPARTMENT USERS:** Single

**(9) ANTICIPATED CONTRACT DURATION:** through May 30, 2006.

**(10) ANTICIPATED EXPENDITURES, FUNDING OR COMPENSATION:**

Maximum of \$60,000 per program participant. Funding dependant upon availability.

**(11) RESERVES:**

The Commissioner of the Department of Agricultural Resources may hold funds in "reserves" which will be used exclusively for special projects that are compelling and that happen "out of cycle" for the program. Special projects may be very large tracks of land, individual emergencies or disasters, or special opportunities for agricultural development to an industry or region. Out of cycle projects will be subject to the same review of staff, will be required to meet all thresholds of the Cranberry Viability Program, and will be subject to the same approval of the Commissioner. Funding will be bound by all statutes, regulations, rules, guidelines, and policies applicable to the regular cycle projects.

**(12) RFR required Specifications**

In general, most of the required contractual stipulations are referenced in the Standard Contract Form and the Commonwealth Terms and Conditions (either version). However, the following RFR provisions must appear in all Commonwealth competitive procurements conducted under 801 CMR 21.00:

The terms of 801 CMR 21.00: Procurement of Commodities and Services (and 808 CMR 1.00: Compliance, Reporting and Auditing for Human and Social Services, if applicable) are incorporated by reference into this RFR. Words used in this RFR shall have the meanings defined in 801 CMR 21.00 (and 808 CMR 1.00, if applicable). Additional definitions may also be identified in this RFR. Unless otherwise specified in this RFR, all communications, responses, and documentation must be in English, all measurements must be provided in feet, inches, and pounds and all cost proposals or figures in U.S. currency. All responses must be submitted in accordance with the specific terms of this RFR. No electronic responses may be submitted in response to this RFR.

Affirmative Market Program AMP. Massachusetts Executive Order 390 established a policy to promote the award of state contracts in a manner that develops and strengthens Minority and Women Business Enterprises (M/WBEs) and resulted in the Affirmative Market Program in Public Contracting. As a result, M/WBEs are strongly encouraged to submit responses to this RFR, either as prime vendors, subcontractors, joint venture partners or other type of business partnerships.

Non-certified bidders are strongly encouraged to develop creative initiatives to help foster new business relationships with M/WBEs within the primary industries affected by this RFR. In order to satisfy the compliance of this section and encourage bidder's participation of AMP objectives, the Affirmative Market Program Plan for large procurements greater than \$50,000 must be evaluated at 10% or more of the total evaluation. Once an AMP Plan is submitted, negotiated and approved, the agency will then monitor the contractor's performance, and use actual expenditures with SOMWBA certified contractors to fulfill their own AMP expenditure benchmarks. M/WBE participation must be incorporated into and monitored for all types of procurements regardless of size, however, submission of an AMP Plan is mandated only for large procurements over \$50,000.

Agencies may require some or all of the following components as part of the Affirmative Market Program Plan submitted by bidders: Sub-contracting with certified M/WBE firms, Growth and Development activities to increase M/WBE capacity, Ancillary use of certified M/WBE firms, Past Performance or information of past expenditures with certified M/WBEs. Agencies are encouraged to include additional incentives for bidders to commit to at least one certified MBE and WBE in the submission of AMP plans.

A Minority Business Enterprise (MBE), Woman Business Enterprise (WBE), M/Non-Profit, or W/Non-Profit, is defined as such by SOMWBA. All certified businesses are required to submit an up to date copy of their State Office of Minority and Women Business Assistance (SOMWBA) certification letter. The purpose for this certification is to participate in the Commonwealth's Affirmative Market Program for public contracting. Minority- and Women-Owned firms that are not currently certified but would like to be considered as an M/WBE for the purpose of this RFR should submit their application at least two weeks prior to the RFR closing date. For further information on SOMWBA certification, contact their office at 1-617-727-8692 or via the Internet at [mass.gov/somwba](http://mass.gov/somwba).

**Affirmative Market Program Subcontracting Policies.** Prior approval of the agency is required for any subcontracted service of the contract. Agencies may define required deliverables including, but not limited to, documentation necessary to verify subcontractor commitments and expenditures with Minority- or Women-Owned Business Enterprises (M/WBEs) for the purpose of monitoring and enforcing compliance of subcontracting commitments made in a bidder's Affirmative Market Program (AMP) Plan. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same state and federal financial and program reporting requirements and are held to the same reimbursable cost standards as contractors.

**Best Value Selection and Negotiation.** The PMT may select the response(s), which demonstrates the best value overall, including proposed alternatives that will achieve the procurement goals of the department. The PMT and a selected bidder, or a contractor, may negotiate a change in any element of contract performance or cost identified in the original RFR or the selected bidder's or contractor's response which results in lower costs or a more cost effective or better value than was presented in the selected bidder's or contractor's original response.

**Bidder Communication.** Bidders are prohibited from communicating directly with any employee of the procuring department except as specified in this RFR, and no other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFR. Bidders may contact the contact person for this RFR in the event this RFR is incomplete or the bidder is having trouble obtaining any required attachments electronically through Comm-PASS.

**Comm-PASS.** If this RFR has been distributed electronically using the Comm-PASS system, RFR attachments that are referenced are available either as separate pdf files with this RFR or on the [OSD forms](http://mass.gov/osd) page ([mass.gov/osd](http://mass.gov/osd)). Bidders are solely responsible for obtaining and completing the required attachments that are identified in this RFR and for checking Comm-PASS for any addenda or modifications that are subsequently made to this RFR or attachments. The Commonwealth and its subdivisions accept no liability and will provide no accommodation to bidders who fail to check for amended RFRs and submit inadequate or incorrect responses. Bidders are advised to check the "last

change" field on the summary page of RFRs for which they intend to submit a response to ensure that they have the most recent RFR files. Bidders may not alter (manually or electronically) the RFR language or any RFR component files. Modifications to the body of the RFR, specifications, terms and conditions, or which change the intent of this RFR are prohibited and may disqualify a response.

**Contract Expansion.** If additional funds become available during the contract duration period, the department reserves the right to increase the maximum obligation to some or all contracts executed as a result of this RFR or to execute contracts with contractors not funded in the initial selection process, subject to available funding, satisfactory contract performance and service or commodity need.

**Costs.** Costs, which are not specifically identified in the bidder's response, and accepted by a department as part of a contract, will not be compensated under any contract awarded pursuant to this RFR. The Commonwealth will not be responsible for any costs or expenses incurred by bidders responding to this RFR.

**Electronic Funds Transfer (EFT).** All bidders responding to this RFR must agree to participate in the Commonwealth Electronic Funds Transfer (EFT) program for receiving payments, unless the bidder can provide compelling proof that it would be unduly burdensome. EFT is a benefit to both contractors and the Commonwealth because it ensures fast, safe and reliable payment directly to contractors and saves both parties the cost of processing checks. Contractors are able to track and verify payments made electronically through the Comptroller's Vendor Web system. EFT applications can be found on [OSD forms](https://www.mass.gov/osd) page ([mass.gov/osd](https://www.mass.gov/osd)). Additional information about EFT is available on the [VendorWeb](https://www.mass.gov/vendorweb) site ([mass.gov/osc](https://www.mass.gov/osc): click on MASSfinance).

Successful bidders, upon notification of contract award, will be required to enroll in EFT as a contract requirement by completing and submitting the Authorization for Electronics Funds Payment Form to this department for review, approval and forwarding to the Office of the Comptroller. If the bidder is already enrolled in the program, it may so indicate in its response. Because the Authorization for Electronic Funds Payment Form contains banking information, this form, and any information contained on this form, shall not be considered a public record and shall not be subject to public disclosure through a public records request.

The requirement to use EFT may be waived by the PMT on a case-by-case basis if participation in the program would be unduly burdensome on the bidder. If a bidder is claiming that this requirement is a hardship or unduly burdensome, the specific reason must be documented in its response. The PMT will consider such requests on a case-by-case basis and communicate the findings with the bidder.

Pursuant to Section 11. Indemnification of the Commonwealth Terms and Conditions, the term "other damages" shall include, but shall not be limited to, the reasonable costs the Commonwealth incurs to repair, return, replace or seek cover (purchase of comparable substitute commodities and services) under a contract. "Other damages" shall not include damages to the Commonwealth as a result of third party claims, provided, however, that the foregoing in no way limits the Commonwealth's right of recovery for personal injury or property damages or patent and copyright infringement under Section 11 nor the Commonwealth's ability to join the contractor as a third party defendant. Further, the term "other damages" shall not include, and in no event shall the Contractor be liable for, damages for the Commonwealth's use of contractor provided products or services, loss of Commonwealth records, or data (or other intangible property), loss of use of equipment, lost revenue, lost savings or lost profits of the Commonwealth. In no event shall "other damages" exceed the greater of \$100,000, or two times the value of the product or service (as defined in the contract scope of work) that is the subject of the claim. Section 11 sets forth the contractor's entire liability under a contract. Nothing in this section shall limit the Commonwealth's ability to negotiate higher limitations of liability in a particular contract, provided that any such limitation must specifically reference Section 11 of the Commonwealth Terms and Conditions.



Northern Ireland Notice and Certification. All bidders must complete the Northern Ireland Notice and Certification form to satisfy M.G.L. c.7 section 22C, which states that no state agency may procure commodities or services from any bidder employing ten (10) or more employees in an office or other facility located in Northern Ireland unless the bidder certifies through the notice and certification form that if it employs ten or more employees in Northern Ireland, a) the bidder does not discriminate in employment, compensation or the terms, conditions and privileges of employment on account of religious or political belief, b) the bidder promotes religious tolerance within the workplace and the eradication of any manifestations of religious and other illegal discrimination and, c) the bidder is not engaged in the manufacture, distribution or sale of firearms, munitions, including rubber or plastic bullets, tear gas, armored vehicles or military aircraft for use or deployment in any activity in Northern Ireland.

Pricing: Federal Government Services Administration (GSA) or Veteran's Administration Supply. The Commonwealth reserves the right to request from the successful bidder(s) initial pricing schedules and periodic updates available under their GSA or other federal pricing contracts. In the absence of proprietary information being part of such contracts, compliance for submission of requested pricing information is expected within 30 days of any request. If the contractor receives a GSA or Veteran's Administration Supply contract at any time during this contract period, it must notify the Commonwealth contract manager.

Pricing: Price Limitation. The bidder must agree that no other customer of similar size and similar terms and conditions shall receive a lower price for the same commodity and service during the contract period, unless this same lower price is immediately effective for the Commonwealth. The bidder must also agree to provide current or historical pricing offered or negotiated with other governmental or private entities at any time during the contract period upon the request of the contract manager.

Public Records. All responses and information submitted in response to this RFR are subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

Reasonable Accommodation. Bidders with disabilities or hardships that seek reasonable accommodation, which may include the receipt of RFR information in an alternative format, must communicate such requests in writing to the contact person. Requests for accommodation will be addressed on a case-by-case basis. A bidder requesting accommodation must submit a written statement which describes the bidder's disability and the requested accommodation to the contact person for the RFR. The PMT reserves the right to reject unreasonable requests.

Subcontracting Policies. Prior approval of the department is required for any subcontracted service of the contract. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same state and federal financial and program reporting requirements and are held to the same state and federal financial and program reporting requirements and held to the same reimbursable cost standards as contractors.

*The Department of Agricultural Resources is an Affirmation Action/Equal Opportunity Employer. Women, Minorities, Veterans and Handicapped persons are encouraged to apply. This RFR is available in alternative formats upon request.*

**REQUEST FOR RESPONSE-AGR-CVP-05-C5**  
**CRANBERRY VIABILITY PROGRAM**

**SECTION II - APPLICATION**

***It is important that you read Section I entitled Program Description before completing Section II entitled Application. Key information is contained in Section I. In this section, special instructions are in bold and Italics. Please read carefully and respond to each question carefully.***

**OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

***Please type or print clearly in ballpoint pen.***

1a. Date/Location

Application Date:	_____
Municipality:	_____
County:	_____

1. Applicant(s)

Name(s):	_____
Mailing Address:	_____
Home Telephone:	_____
Business Telephone:	_____
Other Phone:	_____
Email Address:	_____

2a. Farm location: *(if different than above)*

Name of person in residence:	_____
Address:	_____

2b. Owner(s) of record: *(if different than above)*

1. Name:	_____
Telephone/Facsimile:	_____
Address:	_____
2. Name:	_____
Telephone/Facsimile:	_____
Address:	_____

2c. Is this a Trust or Corporation? Yes \_\_\_\_\_ No \_\_\_\_\_

2d. Farm name, Corporate, Trust or Business name, if any: \_\_\_\_\_

Business Address: <i>(if different than above)</i>	_____
-------------------------------------------------------	-------

3. Do you have a contract with a handler? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Handler:	
What are the effective dates of the contract:	

What is the estimated value of the contract:	\$	For how many acres?
----------------------------------------------	----	---------------------

4. Do you have any value-added products or services: (if yes, please list below)

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5. Describe any other agricultural activities that are carried out on the farm. List acreage by activity.

Activity (produce, dairy etc.)	Number of livestock, acres or quantity of product devoted to the activity

6. Are you interested in and able to diversify: (if yes, please explain)(Please attach additional if necc.)

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7. All farm acreage would be included under the covenant.

How many acres is your farm?	_____ Acres
How many acres do you farm (please included rented land and/or APR land)?	_____ Acres

In order to process your response to this RFR, Agricultural Resources needs detailed information concerning the total acreage of the farm that will be included in the Program. Provide an approximate outline of the property on a United States Geological Survey topographical map. On the map, please draw outlines showing the following and label a and b:

(a.) What do you own? Include all parcels even if each parcel(s) is not contiguous.

(b.) Do you rent land from other people that you want included in the Business Plan?

Yes\_\_\_\_\_ No\_\_\_\_\_ How many acres? \_\_\_\_\_ ***Rented acreage is not eligible for Covenant.***

***Please note: Larger amounts of acreage proposed for Covenant is more competitive in the review process.***

Attach a USDA Natural Resources and Conservation Service map and farm plan, or its equivalent, showing the breakdown of various soil types and acreage possessing soil capability Classes I through IV.

Also provide a copy of the current recorded deed(s) to all parcels described above, and if any, a survey plan delineating the property.

8. Please complete this table

Land Type or Usage:	TOTAL acreage by use	Acres owned -by use	Acres rented- by use

<b>Example: Active bogs</b>	<b>100</b>	<b>70</b>	<b>30</b>
A. Active bogs			
B. Ponds, wetlands, reservoirs, tail water recovery			
C. Non-wetland (upland) Please describe use: (i.e.: wooded land, hayfield, sand pits etc.)			
D. Land occupied by farm buildings			
E. Land occupied by commercial buildings or residences			

If you rent land **to** others, indicate # of acres \_\_\_\_\_ and usage \_\_\_\_\_.  
(Choose one of the categories in table above.)

9. Is any or all of your land under Farmland Assessment (Chapter 61A) or Forest (Chapter 61) or Agricultural Preservation Restriction (APR)? (please fill in the corresponding acreage)

Chapter 61	Chapter 61A	Chapter 61B	APR	Other Conservation Restrictions
# of acres	# of acres	# of acres	# of acres	# of acres

10. Please answer the following:

How many people earn fulltime income(s) from the farm?	
Of these, how many are immediate family (children, spouses, siblings)	

How many are employed part time?	
Of these, how many are immediate family?	

How many seasonal employees are hired?	
For what months?	

11. All plans include an environmental assessment and suggest options for actions that can be taken to improve environmental viability. Check any of the following that may apply:

Erosion & sediment control	
Nutrient management	
Tail water recovery	
Pesticide management	
Water control structure replacement	
Bog renovation	
Irrigation system improvement	
By-pass canal	
Other	

12. Please answer the following:

Excluding existing residences, approximately how many feet of road frontage does the farm property have?	
How many feet of frontage does your farm have along a major pond or lake?	

How many feet of frontage does your farm have along a river?	
Is municipal sewer available at the farm property?	
---If no, what is the likelihood that existing soils will support septic systems? High, Medium or Low?	
How would you describe recent development (new construction) in your immediate neighborhood? Heavy, Moderate or Light?	

13. Who are the current managers on the farm and what are their roles?

Name of manager:	
Role:	
Name of manager:	
Role:	
Name of manager:	
Role:	

14. Who are the managers expected to be on the farm at the conclusion of the covenant term?

Name of manager:	
Name of manager:	
Name of manager:	

***All landowners of record and those who will receive the grant award must sign this application. Substitutes or signatures initialed by another person will not be accepted. Applicants who are not the owners of the land to be restricted must have all owners sign this Section II - Application otherwise Agricultural Resources will not process it.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Date

**REQUEST FOR RESPONSE– AGR-CVP-05-C5**  
**CRANBERRY VIABILITY PROGRAM**

**SECTION III - FINANCIAL STATEMENT**

***It is important that you read Section I entitled Program Description before completing this Statement. Key information is contained there. In the Application below, special instructions are in bold and Italics. Please read carefully. This section is to be completed by the farm operator(s).***

1. List any liens or encumbrances, and the amounts, on the farm as described in the Application – Section II.

Encumbrance	Amount

Do any of these include a lien on your residence, or a mortgage on the property including your home?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

2. Attach past three years' (2001, 2002 and 2003) Schedules F or 1120S or 1120C forms.  
*If tax records for the farm for these three years are not available, an explanation is required.*

2001 Tax Returns are included (check if yes)	
2002 Tax Returns are included (check if yes)	
2003 Tax Returns are included (check if yes)	

3. Please complete the following:

Tax Year	Gross Farm Income	Net Farm Income	Off Farm Income
2002			
2003			

4. Please describe off-farm income/jobs that immediate family members have.

Relationship	Off-farm income that contributes to family
	\$ estimated annual
	\$ estimated annual
	\$ estimated annual

The following information is critical. Extra sheets of paper may be attached.

4a. The Program's goal is to provide farmers with a plan of action to make their farms more viable. Food & Agriculture wants to know what challenges and opportunities you see for your operation. Some examples include 1) regulations that must be met, 2) development pressures, 3) succession issues, 4) debt, not making enough money, and 5) environmental concerns. ***Please note: this is the most important consideration in reviewing applications. Be thorough in explaining your circumstances. Please attach additional if necessary.***



4b. What do you think should be done to improve the economic viability and/or the environmental condition of your farm? What are the diversification options you are considering?


4c. Do you live off the farm income now? Yes \_\_\_ No\_\_\_ Do you hope to fully live off the farm's income in the future? Yes\_\_\_ No\_\_\_\_. Describe your short and long term plans for keeping the land in agricultural use.


4d. How many years of agricultural experience does the farm manager have? \_\_\_\_\_years.

4e. Has the manager completed Agricultural Resources Entrepreneurial Business Training Program? Yes\_\_\_ No\_\_\_. List any other business seminars or symposia attended in the last 18 months. \_\_\_\_\_

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5. Please list and describe any and all funds received from other agencies/organizations for projects on the farm. (i.e.: USDA, Environmental Quality Incentive Program, Agri-Management Assistance, WHIP)


*Please attach additional as necessary.*

6. The following MUST be in your application:

- ✓ USGA topographical map with your property location outlined as indicated.
- ✓ USDA - NRCS soil map of your farm
- ✓ NRCS farm plan (if available)
- ✓ Three (3) years of Schedules F or 1120S forms
- ✓ Current recorded deed(s).

By signing below, you are authorizing the Agricultural Resources to conduct a field inspection of the land to be considered for inclusion in the CVP Covenant. In addition, those signing below are expressing a willingness to execute an Agricultural Use Restriction (Covenant).

***All farm operators must sign Section III. Substitutes or signatures initialed by another person will not be accepted.***

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Signature

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Date

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Signature

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Date

Send to: Susan Smith  
Cranberry Viability Program  
c/o Cape Cod Cranberry Growers' Association  
3203-B Cranberry Highway  
East Wareham, MA 02538

- ***The deadline is December 17, 2004 at 5:00 p.m. EST. Facsimiles will not be accepted.***